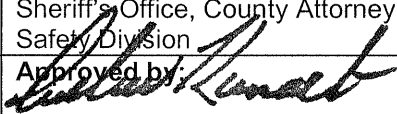


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Policy, Procedure, Standard or Guideline	Title: Overnight Use of County Vehicles	Issue Date: 11/1991
Policy Category: Transportation	Initiating Department: OMB, Sheriff's Office, County Attorney, Safety Division	Revision: 1
Reviewed by:	Approved by: 	Revision Date: 03/26/08

A. Purpose:

The purpose of this policy is to establish the responsibilities and restrictions in the use of County owned vehicles by County employees to further the efficient and effective delivery of services to the citizens of Maricopa County. It also establishes the responsibilities and restrictions in the use of County owned vehicles by the Sheriff's Office, County Attorney's Office, and Adult and Juvenile Probation employees in meeting mandated law enforcement, detention responsibilities and first responder mandates. It also meets the Board of Supervisors' Strategic Priorities by providing efficient and effective delivery of law enforcement services to the citizens of Maricopa County while providing assurance of the proper use of public resources.

B. Definitions:

1. Appointing Authority - An Elected Official, the County Manager, Assistant County Manager, Chief Deputy/Officer, Judge or Department/Special District Director as appropriate.
2. Call-Out Vehicle – Unmarked and marked vehicles subject to Call-Out 24 hours for all emergency situations and/or catastrophic events, civil process, general investigations, and special duty assignments and equipped with emergency and communication equipment.
3. Continuous Overnight Use of County Vehicle – Use of a County vehicle that employees are permitted to take home on a daily basis.
4. County Parking Facility – A controlled and accessible parking structure for County employees with granted badge access.
5. County Vehicles – Any vehicle owned by Maricopa County. Also includes Special District Vehicles.
6. Department - A department is a specialized division within Maricopa County. As an example, the Department of Finance, Office of Management and Budget and Payroll.
7. Duty Post – The place where the Elected Official or employee spends the largest portion of the regular workday or working time. (A.R.S. §11-215)
8. Elected Official - A person who is chosen by ballot to an elected office by eligible voters to represent them in a public capacity and perform the duties for which they were elected.
9. Emergency Vehicle - Vehicles that are specially equipped with flashing top lights, sirens and fully marked decals, in order to respond to emergencies involving the safety of the general public and/or protection of County property.
10. Employee - A person who is paid a wage, salary, or stipend from public monies in accordance with official entries on a County payroll. This definition includes all classified, unclassified, temporary, or contract employees.

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11. First Responder – the first individual who arrives at a scene regardless of the individual's type of credential.
12. Occasional Overnight Use of County Vehicle – Use of a County vehicle overnight for up to 24 days per calendar year.
13. Permit – The official document giving permission to operate a County owned vehicle.
14. Rotating Vehicle – A specially equipped truck or van that is provided on a rotating basis among several employees who are on 24-hour call for emergencies.
15. Special District - Flood Control District of Maricopa County, Maricopa County Library District, Maricopa County Stadium District.
16. Undercover Vehicle - Unmarked vehicles with civilian license plates whose work involves investigations pursuant to A.R.S. §38-538.03 and where domicile-to-duty travel is necessary for the successful completion of the task.

C. Non-Law Enforcement and Detention Policy:

1. The Overnight Use of County Vehicle policy applies to all County employees except those employees engaged in undercover investigations pursuant to A.R.S. § 38-538.03 and/or driving marked patrol vehicles pursuant to A.R.S. § 28-2511.
2. All County employees using a County owned vehicle under this policy are subject to the requirements of all other applicable County transportation related policies.
3. County vehicles may be used in a domicile-to-duty (take home) travel capacity when it can be demonstrated the use is necessary to accomplish a valid County government objective and that such use is a cost effective means to accomplish that objective.
4. Any County employee driving a County owned vehicle at any time must be in possession of a vehicle use permit issued by the Maricopa County Risk Management Safety Division ("Safety Division") (Reference Policy A2302).
5. County owned vehicles are only to be used when actively conducting County business. Non-county business is strictly prohibited. County vehicles are not permitted for private purposes such as running personal errands, making stops for personal reasons, or any other personal business. Use of a County owned vehicle for a meal stop/break is permissible only when it occurs between business destinations, adds limited incidental mileage to the vehicle and occurs during scheduled meal/break times. Any employee violating these regulations will be subject to disciplinary action, including suspension or dismissal.
6. All employees who take a vehicle home for overnight use must have an occasional or continuous overnight use permit. The Board of Supervisors/Board of Directors

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will only approve issuance of a permit to those employees passing a motor vehicle traffic record check and holding a valid Arizona driver's license. Prior to submitting an application for an overnight use permit, the requesting department is responsible for ensuring that the employee has a valid Arizona driver's license and a vehicle use permit issued by the Maricopa County Risk Management Safety Division. The Safety Division will conduct a motor vehicle traffic record check on all new applicants and current permit holders every six (6) months (Policy A2210). The Safety Division will revoke use permits if an employee's Arizona driver's license is not valid, and the permit will remain revoked until such time as the employee has resolved any and all outstanding issues and receives a reinstated valid Arizona driver's license. Requests for permits shall be made in accordance with the procedure outlined in section E of this policy.

7. Overnight Use Permits are valid from January 1 through December 31 of each year, for a maximum term of one year.

D. Law Enforcement and Detention Policy:

1. The Overnight Use of County Vehicles for Law Enforcement & Detention Policy applies to all employees of the Sheriff's Office, County Attorney's Office, and Adult and Juvenile Probation engaged in law enforcement, first responder or detention activities.
2. Any County employee driving a County owned vehicle at any time must be in possession of a vehicle use permit issued by the Maricopa County Risk Management Safety Division ("Safety Division" Reference Policy A2302).
3. As the Sheriff's Office, County Attorney's Office, and Adult and Juvenile Probation do not have staff available to cover duties on a continuous (24/7) basis, staff are assigned Call-Out Vehicles to allow for "call-out" operations.
4. Sheriff's Office, County Attorney's Office, and Adult and Juvenile Probation vehicles may be used as Call-Out Vehicles when it is determined by the Chief Deputy/Officer that the use is necessary to accomplish a law enforcement, first responder or detention emergency.
5. The assignment of Call-Out Vehicles will be restricted to those employees having a reasonable expectation of being called out during their normal, off-duty hours or employees who may reasonably be expected to be called out to respond to an emergency or catastrophic event. The request for assignment of a Call-Out Vehicle shall be submitted through the chain of command, approved by the Bureau Commander and forwarded to the Chief Deputy/Officer for final approval.

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6. Call-Out Vehicles will be parked off the street whenever possible, and secured in a manner which minimizes the possibility of damage, vandalism, or theft. Vehicles will not be parked in a manner which creates a hazard.

E. Non-Law Enforcement Authority and Responsibilities:

1. Employee –
 - Complete application
2. Appointing Authority –
 - Approve and submit application
 - Maintain current list of authorized employees and take-home vehicles
3. Safety Division–
 - Update and retain database
 - Issue permits
 - Recommend permit permissions
 - Perform motor vehicle check
4. Board of Supervisors/Board of Directors –
 - Approve or deny the appointing authority request
5. Clerk of the Board –
 - Maintain on file the list of all approved permit holders
6. Payroll –
 - Solicit and report IRS tax information

F. Law Enforcement Authority and Responsibilities:

1. Employee –
 - All drivers who operate a County vehicle shall have in their possession a current Arizona Driver's License for the type of vehicle operated.
 - Submit request for assignment of a Call-Out Vehicle to each Division or Bureau Commander through the current chain of command as established.
 - Operate the County vehicle in a careful and prudent manner, obey all traffic laws of the State, and comply with all County rules pertaining to such operation. The safety of the public shall be of paramount concern while operating any County vehicle.
 - All drivers who have their driving privileges either suspended or revoked by the State of Arizona shall immediately inform their supervisor in writing of such suspension or revocation.

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2. Sheriff, County Attorney, Chief Adult Probation Officer or Chief Juvenile Probation Officer –
 - Approve the request
 - Maintain current list of Call-Out Vehicles
3. Sheriff's Office, County Attorney's Office, and Adult and Juvenile Fleet Management –
 - Update and retain database
 - Provide each bureau with timely reports concerning fleet usage, vehicle assignments
 - Ensure vehicles are maintained at proper levels and that scheduled preventative maintenance is completed in a timely manner.
4. Payroll –
 - Solicit and report IRS tax information

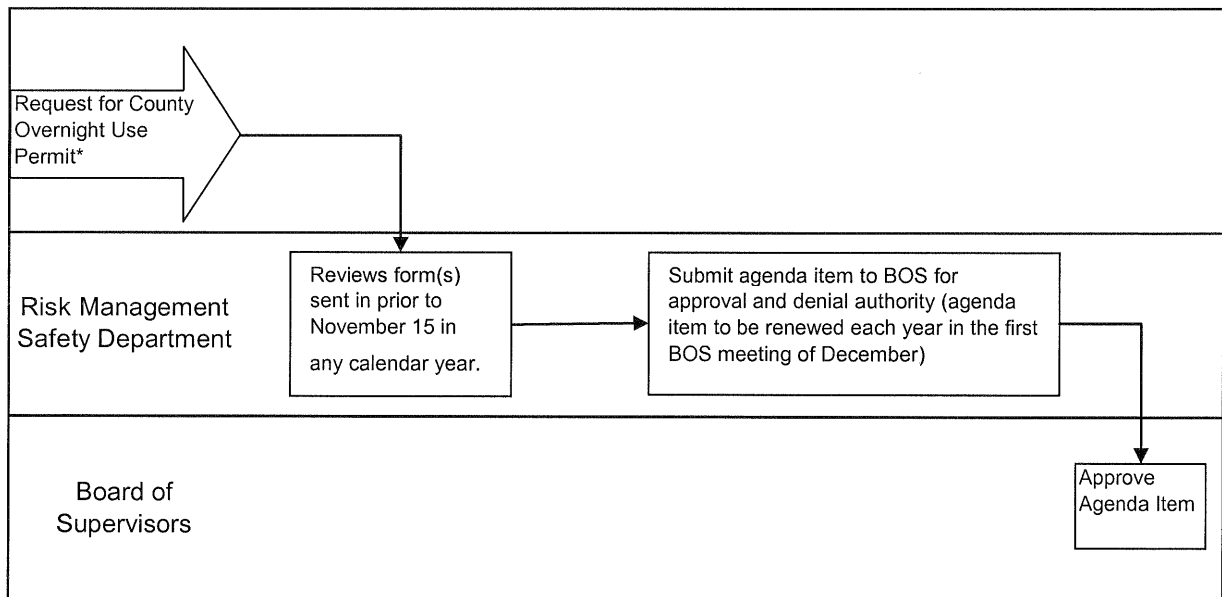
G. Procedures:

1. Continuous Overnight Use of County Vehicle

With approval from the appointing authority, all requests, including written justification, for continuous overnight permits must be submitted on the Application to Operate Maricopa County Owned Motor Vehicles and Construction Equipment through the Safety Division to be presented for approval by the Board of Supervisors/Board of Directors annually. This application is located on the internet at: http://www.maricopa.gov/safety/safety_forms_word_docs.asp.

- a. Each permit application shall include a written justification that clearly demonstrates that providing a take-home vehicle results in a lower total cost to the County compared to reimbursement to the employee for County-related use of a privately-owned vehicle. The criterion for cost savings to the County must be met to qualify for any overnight use permit.
- b. The application form must be submitted to the Safety Division by November 15th for the upcoming calendar year. The Safety Division will review and forward the completed application to the County Manager for review. Following the County Manager's review, the Safety Division will submit a request via agenda item for the Board of Supervisors/Board of Directors to approve or deny each application based on the Safety Division's recommendation(s). This agenda item shall be renewed each year on the first Board of Supervisor/Board of Director meeting in December.

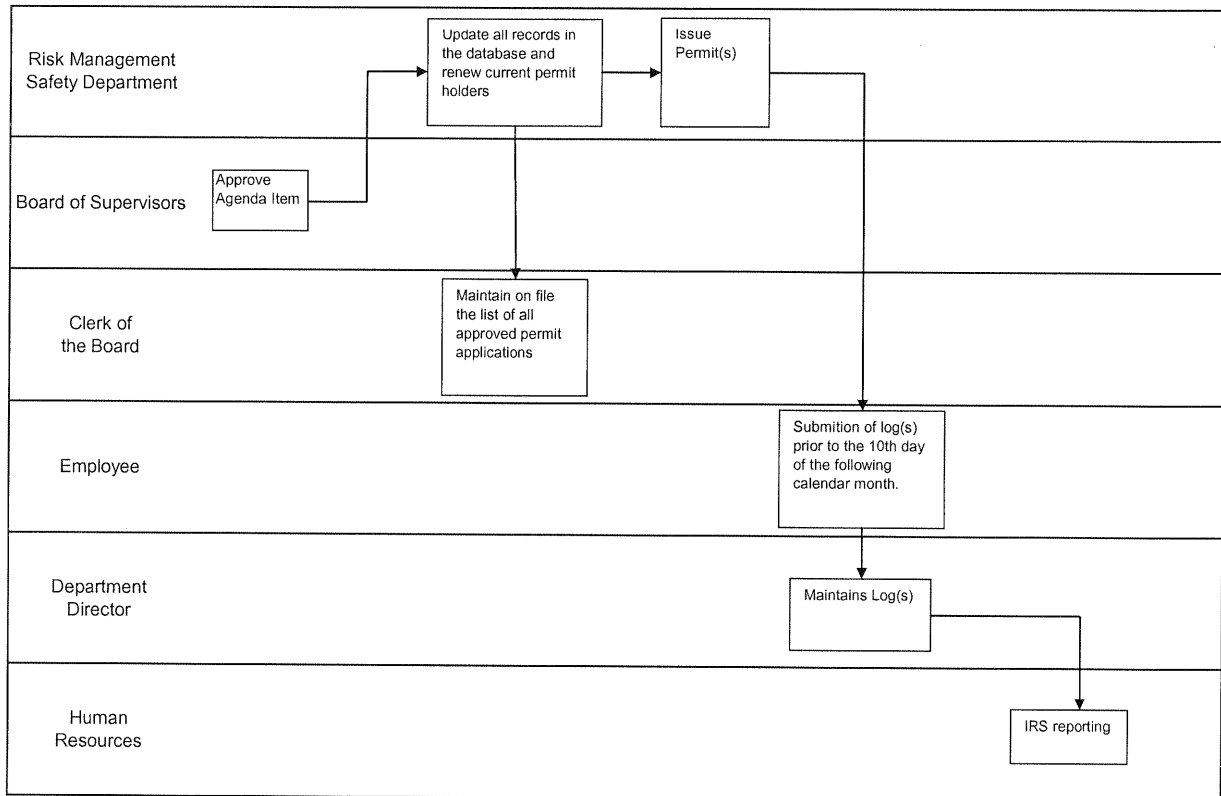
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- c. The Safety Division will provide a list of permit applications to the Maricopa County Clerk of the Board prior to the Board of Supervisor/Board of Director meeting.
- d. The Safety Division will update its database and issue permits to any new applicants on the approved list. All current permit holders will be renewed and updated in the database.
- e. Each month, employees must keep and maintain a Log of Continuous Overnight Use of County Vehicle Permit form and submit the completed form to the appointing authority no later than the 10th day of the following calendar month. The department will maintain this log and provide a report to Payroll with IRS tax implications for use of County owned vehicles. Payroll will solicit this information on a yearly basis to comply with IRS reporting standards.
- f. The appointing authority or their designees shall:
 - Ensure that all employees with assigned take-home County vehicles complete and maintain all required records.
 - Review the need for take-home vehicle assignments in their respective departments on an annual basis.
 - Forward all Applications to Operate Maricopa County Owned Motor Vehicles and Construction Equipment to the Safety Division as they are approved. Only those take-home vehicle authorization requests that are submitted using the official application will be accepted by the Safety Division.
 - Maintain updated and current lists of authorized take-home vehicles within their respective departments.

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- Provide immediate written notification to the Safety Division whenever an individual employee no longer has assigned take-home vehicle authorization.
- Provide immediate written notification to the Safety Division whenever an individual employee has transferred out of the department and revoke all County driving authorization.



2. Occasional Overnight Use of County Vehicle

The appointing authority must approve all requests, including written justification, for Occasional Overnight Use of County Vehicle, and may only approve occasional overnight use for employees who have already been approved by the Safety Division and issued a County owned vehicle usage permit via the Application to Operate Maricopa County Owned Motor Vehicles and Construction Equipment. The permit authorization form is located at:
http://www.maricopa.gov/safety/safety_forms_word_docs.asp.

The criterion for cost savings to the County must be met to qualify for any occasional overnight use permit. The overnight use of a vehicle must result in

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lower total cost to the County compared to reimbursement to the employee for County related use of a privately owned vehicle.

- a. Employees must keep and maintain a permit and Log of Occasional Use of County Vehicle form. This form must be completed, signed, and maintained by the appointing authority (or designee) no later than the 10th day of the following calendar month. The appointing authority will maintain this report to provide Payroll with IRS tax implications for use of County owned vehicles. Payroll will solicit this information on a yearly basis to comply with IRS reporting standards.
- b. Appointing authority or their designees shall:
 - Ensure that all employees with assigned take-home County vehicles complete and maintain all required records.
 - Review the need for take-home vehicle assignments in their respective departments on an annual basis.
 - Forward all Applications to Operate Maricopa County Owned Motor Vehicles and Construction Equipment to the Safety Division as they are approved. Only those take-home vehicle authorization requests that are submitted using the official application will be accepted by the Safety Division.
 - Maintain updated and current lists of authorized take-home vehicles within their respective departments.
 - Provide immediate written notification to the Safety Division whenever an individual employee no longer has assigned take-home vehicle authorization.
 - Provide immediate written notification to the Safety Division whenever an individual employee has transferred out of the department and revoke all County driving authorization.
- c. Each year, the appointing authority shall submit a report on the required forms to the Safety Division that lists each department employee with an occasional overnight use permit and/or continuous overnight use permit. The report format for occasional overnight use is the Permit Application and Log of Occasional Overnight Use of County Vehicle form. The report form for continuous use is the Log of Continuous Overnight Use of County Vehicle Form. The report shall be submitted by January 31 for the preceding calendar year. For each employee, the report shall contain the number of times the vehicle was taken home and the total mileage used for domicile-to-work and return.
- d. The Safety Division will include on their agenda item, the ability to add and remove employees who have been issued a continuous overnight parking use permit. Throughout the year, additions and deletions will be necessary in conjunction with changes of employees including but not limited to

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position transfers and retirements. For all changes, each department is responsible for notifying, in writing, such occurrence to the Safety Division.

- e. When parking the county-owned vehicle at an employee residence, the county-owned vehicle shall not be parked on a public street
- f. Overnight vehicle permits will not be issued to employees whose homes are outside Maricopa County unless:
 1. The County's emergency response or other important County business would be greatly facilitated; or
 2. The employee makes arrangements to park the vehicle in a County parking facility. All decisions related to use of take home vehicle outside the County limits will be made by the County Manager.
- g. Employee Transfers:
 1. It is the responsibility of the appointing authority losing an employee due to a transfer, to notify the Safety Division of the transfer.
 2. It is the responsibility of the appointing authority receiving a transfer to update all recorded information and confirm with the Safety Division that the employee's records have been transferred to the new department.

Cross Reference

A2210 Motor Vehicle Traffic Record Check

A2302 Use of County Owned Vehicles

A2324 Use of Private Vehicle for County Business